



**KOGI STATE GOVERNMENT**



**KogiREMS**

**Kogi Revenue Management System**

# **KOGI REVENUE MANAGEMENT SYSTEM (KOGIREMS)**

## **USER GUIDE**

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## **KOGIREMS USER GUIDE**

### **What is Kogi Revenue Management System (KOGIREMS)**

KOGIREMS is a Tax and Revenue processing system designed to calculate your tax and enable you pay your tax liability anywhere and at any time.







### **What can be done on KOGIREMS?**

-  Calculate Taxes: The system can calculate Pay-As-You-Earn (PAYE), Withholding Taxes (WHT) and Consumption Tax
-  Payment: Pay Taxes and MDAs Levies and Rates
-  Part Payment: Allow for flexible payment of Levies and Rates
-  Objection: Allow for objection of assessments
-  Tax Audit: Give access to view, pay and object to Tax Audit Liabilities
-  Filing of Returns: Filing of Annual Returns, monthly Withholding Tax schedule and monthly PAYE schedule
-  Tax Clearance Processing: Apply for Tax Clearance Certificate
-  Tax Payer Profile Update: Allow individual Taxpayer to update their profile accordingly
-  Payment History: View records of all Taxes and Revenue payments

### **Who can use the KOGIREMS Platform?**

-  All Establishments and Individuals with access granted via KGTIN

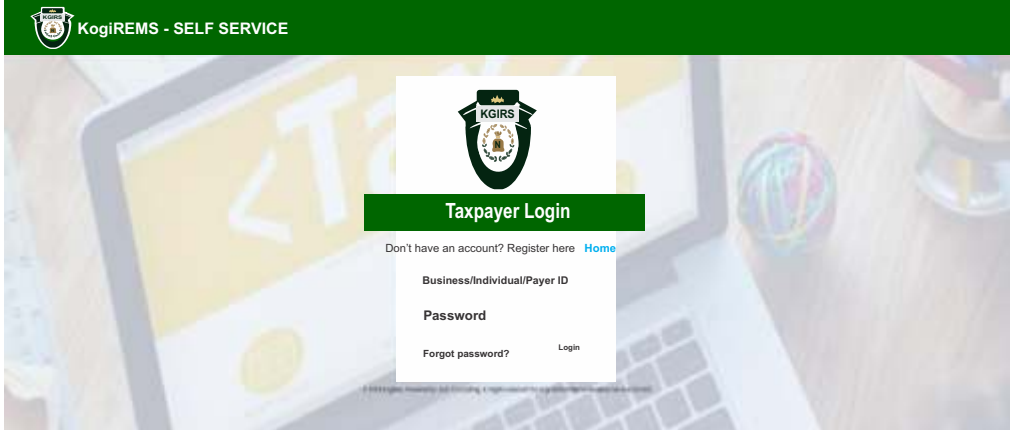
### **Taxes and Revenues that can be processed and paid through KOGIREMS Platform;**

-  Pay-As-You-Earn (PAYE)
-  Withholding Taxes (WHT)
-  Consumption Tax
-  Direct Assessment
-  All MDAs collectibles
-  And Other Taxes and Levies



## How To Access KOGIREMS

Visit [www.taxpayers.irs.kg.gov.ng](http://www.taxpayers.irs.kg.gov.ng) and enter your KGTIN and password



## Account Update

To update your company information, click on **My Account > Profile**. Click on **Update** after filling the required information.

<b>Payer ID:</b>	XXXXXXXXXX	<b>Date of incorporation:</b>	7/8/2005	<b>Sub Biz, Category</b>	<b>Audit and Taxation:</b>
<b>Business Sector:</b>	Professional	<b>Business Category:</b>	Consultancy		
<b>Address:</b>	111 Main Road Lokoja, Kogi State				
<b>LGA:</b>	Lokoja	<b>Town/City:</b>	Lokoja	<b>Tax Office:</b>	Lokoja 1
<b>Email:</b>	user@xyz.com	<b>Primary Phone</b>	0901234567	<b>Secondary Phone</b>	0901234567
<b>Website (if any):</b>	www.xyz.com	<b>CAC Registration No:</b>	BN2033390	<b>Tax identification Number:</b>	XXXXXXXXXX
<b>Director's Information</b>					
<b>Name:</b>	John Doe	<b>Email:</b>	john@xyz.com	<b>Phone:</b>	0901234567
<b>Address:</b>	1 Pigeon Club Street, Magodo OPA, Gateway Jema				
<b>KGTIN:</b>	Enter KGTIN	<b>TIN</b>	XXXXXXXXXX		



## Tax Processing

To process Pay-As-You-Earn (PAYE) or Withholding Taxes (WHT), select from the dashboard or click on **Assessment** on the sidebar

There are two methods to calculating your Tax after selecting PAYE or Withholding Tax **Option 1**, Single input: Fill in the required field for a single Staff or Beneficiary (WHT), then click on **Add**. The system automatically calculates Tax due.

**ESTABLISHMENT: XYZ LTD**

**PAYE ASSESSMENT**

--Select Month-- v    --Select Year-- v

Employee Name	Employee Name	Payer Id	Payer Id
Monthly income	0	Monthly Pension	0
Monthly NH Fund	0	Monthly NHIS	0
Other Monthly Fund	0	e.g. gratuity insurance, interest on mortgage loan etc	

**Add**      **UPLOAD OPTION >>**

**PAYE ASSESSMENT ENTRY**      [View All Paye Assessment \(Assessment Not Generated\)](#)



**Option 2, Upload:** Click on **Upload Option**. Download the paye excel file. Fill in the required information and upload. Do not change or rename the file format before uploading. Instruction on how to fill the template is on the upload option page.

Click on **Process** after uploading the file successfully. Tax is automatically calculated and after clicking Process. Click on **Generate Assessment** to complete the process.

## How To Make Payment

If you are paying later at the Bank, click on **Print** to print the Assessment Notice  
OR

Pay immediately by **Selecting Payment Mode > Continue**. Click on **Pay** to redirect to payment gateway page, select preferred payment method, enter required payment information and pay.

ASSESSMENT DATE	2024	ASSESSMENT NO:	AST27689/8894C3/2/2023
PAYER NAME:	XYZ LTD	PAYER ID:	C-KG100588
PERIOD:	Feb, 2023		
ASSESSMENT TYPE:	CONSUMPTION TAX ASSESSMENT	REVENUE CODE:	12010304
AMOUNT:	₦33,750.00		



KogiREMS - eTAX

- DASHBOARD
- MY ACCOUNT
- ASSESSMENT
- PAYMENTS
- TAX CLEARANCE
- ANNUAL RETURNS
- LOGOUT

ASSESSMENT / XYZ LTD - PAYMENT

Home > ASSESSMENT > Ministries/MDAs

ASSESSMENT PAYMENT - INTERSWITCH

Search ...

Invoice Date:	25/3/2024	Invoice No:	AST64356/8894/W4/1/2024
NAME	XYZ LTD	PAYER ID.	C-2231639800
PERIOD	Jan, 2024	BENEFICIARY (IES):	ATULUKU ADAJI
ASSESSMENT TYPE	Withholding Tax Assessment	BENEFICIARY PAYER ID	N-6672480253
ASSESSMENT AMOUNT	₦150.00 [Transaction Charge:₦2.28]		
REFERENCE CODE	0283044870845564		
PAYMENT MODE:	WEBPAY		

[<< Back](#) [=](#)

X Cancel payment and return to Kogi IGR Collections Platform (KGIRS)



**XYZ LTD**  
NGN 152.28



**Pay with Card**

Verve, Visa, Mastercard, discover and Amex cards are all accepted



**Pay with Quickteller**

Login to your quickteller wallet to get access to your saved cards.



**Pay with Opay**

Complete transaction with OPay



**Pay with Bank Transfer**

Make a transfer directly from your bank account to complete a transaction



**Pay with USSD**

Dial a USSD string from any of 17+ banks to complete a transaction



**Pay with Wallet**

Make secure payments using third-party payment solutions



**Google Pay**

Make secure payments using your instruments saved with Google.

powered by Interswitch



X Cancel payment and return to Kogi IGR Collections Platform (KGIRS)



**XYZ LTD**  
**NGN 152.28**

[← Change payment method](#)

### Pay with card

Enter your card details below

**Card Number**

0000 0000 0000 0000

**Expiry**

MM / YY

**CW What's this?**

123

**Pay NGN 152. 28**

powered by **Interswitch**



## View and Pay for MDAs Collectibles and other Outstanding Assessments.

To view, print and make payment of MDAs collectibles and other outstanding assessments, Click on **Assessment > Unpaid assessments**. Click on the blue icon against the assessment you want to pay

**Assessment 15** XYZ XYZ LTD

**ASSESSMENT / XYZ LTD** Home > ASSESSMENT

**OUTSTANDING ASSESSMENT**

#	KGTIN	Invoice No	Type	Amount
1	C-2231639800	34152647220	Ministries/MDA	75,000.00
2	C-2231639800	AST62131/8894/W4/1/2021	Withholding Tax Assessment on Contract & Supply	100.00
3	C-2231639800	AST62131/8894/W4/1/2021	Withholding Tax Assessment on Consultancy/Professional Fee	177.0
4	C-2231639800	AST27689/8894/C3/2/2023	Consumption Tax Assessment	33,750.00
5	C-2231639800	AST27691/8894/P1/2/2024	Paye Assessment	37,049.51
6				

Display # 10  
 << Prev | 2 Records 11 to 15 of 15

*\*Follow instruction under **How to make payment to pay MDA assessments or other outstanding assessments***

## View All Payments

To view all Taxes and Other Revenue payments, Click on **PAYMENTS > All Payments**. Click on the **blue icon** to view the payment details and print receipt.

**Assessment 15** XYZ XYZ LTD

**SETTLEMENT / XYZ LTD** Home > OPTIONS > Profile

**PAYMENTS**

#	Invoice No	Business Name	Revenue Type	Date Paid	Amount
1	AST63919/8894/W4/2/2024	XYZ LTD	Withholding Tax Assessment on Contract & Supply	30/04/2024	150.00
2	AST64359/8894/W4/2/2024	XYZ LTD	Withholding Tax Assessment on Contract & Supply	29/04/2024 11.35 16AM	150.00
3	AST63918/8894/W4/3/2024	XYZ LTD	Withholding Tax Assessment on Legal Fee	29/04/2024	150.00
4	AST63958/8894/W4/2/2024	XYZ LTD	Withholding Tax Assessment on Contract & Supply	29/04/2024	150.00
5	AST641108/8894/W4/2/2024	XYZ LTD	Withholding Tax Assessment on Legal Fee	24/04/2024	100.00
6	AST64109/8894/W4/3/2024	XYZ LTD	Withholding Tax Assessment on Commission (Individual)	24/04/2024	100.00
7	AST63902/8894/W4/1/2024	XYZ LTD	Withholding Tax Assessment on Contract & Supply	22/04/2024	150.00
8	AST63913/8894/W4/2/2024	XYZ LTD	Withholding Tax Assessment on Legal Fee	22/04/2024	150.00
9	AST63735/8894/W4/2/2024	XYZ LTD	Withholding Tax Assessment on Commission (Individual)	17/04/2024	100.00
10	AST63479/8894/P1/3/2024	XYZ LTD	Paye Assessment	16/04/2024	17,933.74

Display # 10 XYZ LTD  
 1 2 3 4 5 6 | Next >> | Records 1 to 10 of 56





## View MDA Payments

To view MDA payments by each revenue type, click on **PAYMENTS > Paid MDA Assessment**. Click on the **blue icon** to view the payment details and print receipt.

Assessment 15 XYZ XYZ LTD

ASSESSMENT / XYZ LTD - PAYMENT

Home > ASSESSMENT > Ministries/MDAs

MINISTRIE/MDAs PAID SCHEDULE

#	Reference Code	Transaction Date	Amount
1	6850611554621504	25/3/2024	305.00
2	6748510553523146	18/3/2024	4,040.00
3	13041104847	18/3/2024	7,000.00

Display # 10  
Records 1 to 3 of 3

## Objection Of Assessment

To object MDAs Assessment, click **Unpaid Assessment**, click the blue icon at the right hand side against the revenue to be objected, fill in **Reason for Objection**, upload supporting document > **Submit Objection**

Assessment 15 XYZ XYZ LTD

ASSESSMENT / XYZ LTD

Home > ASSESSMENT

OUTSTANDING ASSESSMENT

#	KGTIN	Invoice No	Type	Amount
1	C-2231639800	34152647220	Ministries/MDA	75,000.00
2	C-2231639800	AST62131/8894/W4/1/2021	Withholding Tax Assessment on Contract & Supply	100.00
3	C-2231639800	AST62131/8894/W4/1/2021	Withholding Tax Assessment on Consultancy/Professional Fee	177.0
4	C-2231639800	AST27689/8894/C/2/2023	Consumption Tax Assessment	33,750.00
5	C-2231639800	AST27691/8894/P1/2/2024	Paye Assessment	37,049.51

Display # 10  
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KogiREMS - eTAX
Assessment 15
XYZ XYZ LTD

DASHBOARD
MY ACCOUNT
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LOGOUT

ASSESSMENT / XYZ LTD - PAYMENT
Home > ASSESSMENT > Ministries/MDAs > Schedule List > Unpaid Schedule

PAY SCHEDULE ASSESSMENT

TRANSACTION DATE	21/3/2024	REF. NO:
PAYMENT PERIOD:	JAN 2024	
ASSESSMENT AMOUNT	₦75,000.00	

#	Ministries/MDA	Revenue Type	Details	Amount ₦
1	KOGI STATE ENVIRONMENTAL PROTECTION AGENCY	ENVIRONMENTAL LEVY (12010312)	Defacing of Environmental during Optic Fibre Cable Laying in the State	N5,000.00
2	KOGI STATE ENVIRONMENTAL PROTECTION AGENCY	ENVIRONMENTAL LEVY (12010312)	Other similar collectables so categorized by the board herein	N50,000.00
3	KOGI STATE ENVIRONMENTAL PROTECTION AGENCY	ENVIRONMENTAL LEVY (12010312)	Phone Sales Shops	N20,000.00
<b>TOTAL (₦)</b>				<b>N75,000.00</b>

— Select Payment Mode— ▾
Continue >>>

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Objection
Print Invoice

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ASSESSMENT / XYZ LTD - PAYMENT
Home > ASSESSMENT > Ministries/MDAs > Schedule List > Unpaid Schedule

OBJECT ASSESSMENT

TRANSACTION DATE	21/3/2024	REF. NO:	3415647220
PAYMENT PERIOD:	JAN 2024		
ASSESSMENT AMOUNT	₦75,000.00		

#	Ministries/MDA	Revenue Type	BIZ TYPE	Amount ₦
1	KOGI STATE ENVIRONMENTAL PROTECTION AGENCY	ENVIRONMENTAL LEVY (12010312)	Defacing of Environmental during Optic Fibre Cable Laying in the State	N5,000.00
2	KOGI STATE ENVIRONMENTAL PROTECTION AGENCY	ENVIRONMENTAL LEVY (12010312)	Other similar collectables so categorized by the board herein	N50,000.00
3	KOGI STATE ENVIRONMENTAL PROTECTION AGENCY	ENVIRONMENTAL LEVY (12010312)	Phone Sales Shops	N20,000.00
<b>TOTAL (₦)</b>				<b>N75,000.00</b>

Reason for objection

Attach Any Document If any (. pdf or .jpg)
Choose File
No file chosen

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Submit Objection

## How To Apply For Tax Clearance Certificate (TCC)

To apply for TCC, click on **TAX CLEARANCE > TCC Application > Download Annual Returns Template**. Fill in required information and proceed to upload for the three years indicated. Click on continue to process TCC application fee.



The screenshot shows the 'TCC / APPLY FOR TCC' page for user 'XYZ XYZ LTD'. The left sidebar contains navigation options: DASHBOARD, MY ACCOUNT, ASSESSMENT, PAYMENTS, TAX CLEARANCE (with sub-options for TCC Application and Print TCC), and LOGOUT. The main content area is titled 'APPLICATION FOR TAX CLEARANCE CERTIFICATE' and includes a 'Period' dropdown set to '2023'. Below this, it asks the user to 'Please upload three (3) previous years Annual Returns [i.e. 2021, 2022 & 2023]'. There are three rows for file uploads: 'Year 2021', 'Year 2022', and 'Year 2023', each with a 'Choose File' button and the text 'No file chosen'. A 'Continue' button is at the bottom right. A link to '[Download Annual Returns Template]' is also visible.

Click on **Print TCC** to generate approved TCC.

## How To File Annual Returns

Download and upload required files by clicking on **DOWNLOAD/UPLOAD ANNUAL RETURNS FILE, DOWNLOAD/UPLOAD REMITTANCE SCHEDULE, DOWNLOAD/UPLOAD WITHHOLDING TAX**

Download the respective templates and fill in the required information. Upload filled templates and Click on Submit after uploading each file.

\*

The screenshot shows the 'ANNUAL RETURNS DASHBOARD FOR 2023' for user 'XYZ XYZ LTD'. The left sidebar is similar to the previous screenshot but includes an 'ANNUAL RETURNS' option. The main content area shows 'SELECT YEAR' set to '2023' and 'ANNUAL RETURNS - 2023'. A summary row contains six colored boxes: 'NO STAFF 0' (blue), 'WITHHOLDING SCHEDULE ₦0.00' (yellow), 'REMITTANCE SCHEDULE ₦132,000.00' (red), 'TOTAL GROSS INCOME ₦ 0.00' (green), 'TOTAL TAX PAID 0.00' (purple), and 'FORECAST 4 Staff ₦3,750,000.00' (brown). Below this are eight buttons for downloading/uploading files and viewing reports: 'DOWNLOAD/UPLOAD ANNUAL RETURNS FILE', 'DOWNLOAD/UPLOAD REMITTANCE SCHEDULE', 'DOWNLOAD/UPLOAD WITHHOLDING TAX', 'INCOME FORECAST UPLOAD', 'ANNUAL RETURNS VIEW', 'REMITTANCE SCHEDULE VIEW', 'WITHHOLDING TAX VIEW', and 'INCOME FORECAST VIEW'. A large blue 'PRINT CONFIRMATION' button is at the bottom.



KogiREMS - eTAX Assessment **5** XYZ XYZ LTD

Home > Annual Returns Home > Annual Returns Upload

**ANNUAL RETURNS** / XYZ LTD

Annual Returns Upload - Form H1 (Ensure you use Annual Return Template Provided Below)

Year

Attach File (.xls)

No File chosen

[Download Annual Returns Template]

KogiREMS - eTAX Assessment **5** XYZ XYZ LTD

Home > Annual Returns Home > Withholding Tax Schedule Upload

**ANNUAL RETURNS** / XYZ LTD

Withholding Tax Schedule Upload

Year

Attach File (.xls)

No File chosen

[Download withholding schedule Template]

KogiREMS - eTAX Assessment **5** XYZ XYZ LTD

Home > Annual Returns Home > Remittance Schedule Upload

**ANNUAL RETURNS** / XYZ LTD (e-2231639800)

Remittance Schedule Upload

Year

Attach File (.xls)

No File chosen

[Download Remittance schedule Template]



*For further enquiries you can visit our office at;*

Kogi State Internal Revenue Service  
1, Marine-Beach Road,  
Off IBB Way Opposite  
Old NITEL,  
Marine/ Kpata  
Lokoja

**Call us on:**

+2348083427276

+2349056752651

**Or send an email to**

info@irs.kg.gov.ng